



FINANCE COMMITTEE AGENDA

*Regional Office of Education
905 North Main Street
Second Floor, Main Conference Room
Normal, IL (888-5120)*

Tuesday, April 1, 2003

4:00 P.M.

A Pre-Finance Committee Meeting tour of the McLean County Nursing Home has been scheduled for 3:30 p.m., on Tuesday, April 1, 2003.

1. Roll Call
2. Approval of Minutes – March 4, 2003
3. Departmental Matters:
 - A. Phil Dick, Building and Zoning
 - 1) Items to be presented for Action:
 - a) Request Approval of Applications and Purchase of Service Agreements for SHOW BUS 1 - 55
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
 - B. Robert Kahman, Supervisor of Assessments
 - 1) Items to be presented for Information:
 - a) Assessment Status Report 56 - 57
 - b) General Report
 - c) Other

- C. Sandy Parker, Circuit Clerk
- 1) Items to be presented for Action:
 - a) Request Approval of a Resolution Amending the Fiscal Year 2003 Funded Full-Time Equivalent Positions Resolution for the Circuit Clerk's Office 58
- D. Jackie Dozier, County Auditor
- 1) Items to be presented for Action:
 - a) Request Approval for Change in Credit Card Approval Process
 - b) Request Approval of Auditor's General Credit Card 59 - 60
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
- E. Becky McNeil, County Treasurer
- 1) Items to be presented for Action:
 - a) Request Approval to Reclassify the Staff Accountant Position (Grade 10) to Senior Accounting Specialist (Grade 9) 61
 - 2) Items to be presented for Information:
(Documents to be provided at meeting)
 - a) Accept and place on file the County Treasurer's Report as of March 31, 2003
 - b) Accept and place on file the County Treasurer's Investment Report as of March 31, 2003
 - c) Employee Benefit Fund Quarterly Report
 - d) General Report
 - e) Other
- F. Don Lee, Nursing Home Administrator
- 1) Items to be presented for Action:
 - a) EXECUTIVE SESSION - Personnel Matter
 - 2) Items to be presented for Information:
 - a) Monthly Report 62 - 64
 - b) General Report
 - c) Other
- G. John M. Zeunik, County Administrator
- 1) Items to be presented for Information:
 - a) General Report
 - b) Other

4. Recommend payment of bills and transfers, if any, to County Board
5. Adjournment



INTER-OFFICE COMMUNICATION
DEPARTMENT OF BUILDING AND ZONING
Phone: 888-5160

TO: Chairman, Matt Sorensen and Finance Committee

FROM: Mike Behary, County Planner

DATE: March 25, 2003

RE: **Applications and Purchase of Service Agreement for SHOW BUS**

The attached applications are for Section 5311 federal transit funding for Fiscal Year 2004. These applications are with the Illinois Department of Transportation and coincide with their fiscal year. There are two applications for funding: 1) a regular operating application; and 2) a vehicle procurement application. These applications include a purchase of service agreement between McLean County and SHOW BUS that is similar to the one now in effect. Attached are key sections of the applications and the purchase of service agreement. Please see the complete documents at the Department of Building and Zoning. A public hearing is required for the Vehicle Procurement application and will be held before the County Board meeting at 9:00 a.m. on April 15, 2003.

Laura Dick the Director of SHOW BUS, Philip Dick the Director of Building & Zoning and I will be present at the April 1st Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.

Enclosure: Operating Assistance Application, Vehicle Procurement Application, and Purchase of Service Agreement

Illinois Department of Transportation

State Fiscal Year 2004

Section 5311 Non-Metro Public Transportation

**Operating Assistance Grant Application
and
Intercity Bus Grant Application**

Submitted By

McLean County

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| Exhibit A | Standard Form 424 (Electronic versions – see separate file) |
| Exhibit B | Special Section 5333(B) Warranty For Application To The Small Urban And Rural Program |
| Exhibit C | Proposed FY 2004 Budget (Electronic versions – see separate file) |
| Exhibit D | IDOT Chart of Accounts for the Section 5311 Program Expense Account Definitions |
| Exhibit E | Applicant's Certification of Intent |
| Exhibit F | Sample Board Resolution |
| Exhibit G | Sample Ordinance |
| Exhibit H | Standard Certifications and Assurances |
| Exhibit I | Non-Vehicle Capital Asset Inventory (Not available in electronic format) |
| Exhibit J | Vehicle Asset Inventory (Not available in electronic format) |

I. Introduction

The United States Department of Transportation, Federal Transit Administration provides federal financial assistance funds for public transportation in nonurbanized areas (Section 5311 Non-Metro Public Transportation Program -- formerly Section 18). The Federal Transit Administration (FTA), on behalf of the Secretary of Transportation, apportions the funds appropriated annually to the Governor of each state for public transportation projects in nonurbanized areas. The statutory formula is based solely on the nonurbanized population of the states. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including Indian reservations, and must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Article III of the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq.; formerly Ill. Rev. Stat. ch. 111 2/3, Section. 661 et seq.) authorizes the Illinois Department of Transportation to receive and expend Section 5311 funds allotted to Illinois.

The goals of the nonurbanized formula program are: to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; to assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas; to encourage and facilitate the most efficient use of all Federal funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in nonurbanized transportation to the maximum extent feasible.

Prospective applicants are advised that the Department has published administrative regulations for the Illinois Section 5311 program under Part 601 of the Illinois Department of Transportation Rules and Regulations entitled "Regulations for Public Transportation Assistance to New Programs in Nonurbanized Areas." These regulations, which prescribe procedures and requirements to be followed by applicants for Section 5311 funding, should be carefully reviewed prior to an applicant's submission of a Section 5311 Application. In order to be considered for funding, prospective grantees must submit a fully completed application (Sections I -- VIII and Section X for Rural General Public Operating Assistance and Sections IX for Intercity Bus Assistance).

To assist applicants ensure that applications packages are complete, an "Application Checklist" in this section has been provided. **Applicants must complete and submit this completed checklist in their application package.**

Section 5311 Non-Metro Operating Assistance Grant Application Checklist

(Must be completed and submitted with Application.)

1. ☒ Non-Metro Operating Assistance Grant Application Checklist
2. ☒ Completed Copy of Standard Form 424 (Exhibit A)
3. ☒ Operating Entity Certification (One for each operator)
4. ☒ Executed Agreement to Terms and Conditions of Special Warranty (Exhibit B)
5. ☒ Fully Completed Proposed FY 2004 Budget (Exhibit C)
6. ☒ Applicant's Certificate of Intent (Exhibit E)
7. ☒ Executed Resolution of the Governing Board (Exhibit F)
8. ☒ Executed County Ordinance to Operate a Public Transit Project (Exhibit G)
9. ☒ Executed Certifications and Assurances for Grantees (Exhibit H)
10. ☒ Executed Affirmation of Applicant's Attorney (Contained in Exhibit H)
11. ☒ Fully completed Non-Vehicle Capital Asset Inventory (Exhibit I)
12. ☒ Fully completed Vehicle Asset Inventory (Exhibit J)
13. ☒ Maps of the service area (Attachment I)
14. ☒ Copies of Material Documenting Private Sector Effort (Attachment II)
15. ☒ Grantee/Operator Organization Charts (Attachment III)
16. ☐ Indirect Costs Rate Proposal (Attachment IV)
17. ☐ Copy of Most Recent Audit (Attachment V)

Comments

All costs are direct costs. Therefore, no cost allocation plan is being submitted.

Fixed route system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

Demand responsive system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.

Route deviation system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule where the system permits user-initiated deviations of vehicles from the prescribed routes.

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

B. System Service Area

1. Core Service Area

In the space below, please identify the geographic area that is to be served by this Section 5311 grant. The core service area is defined as the geographic area in which Section 5311 service is provided by this grant, as supported by the grantees Board Resolution and any Intergovernmental Agreements with other governmental entities. The service area does not include areas served through incidental services such as charter services or extended commuter routes.

| County Served | Square Mileage | Population |
|--------------------------|----------------|------------|
| Ford | 468 | 14,241 |
| Iroquois | 1,120 | 31,334 |
| Livingston | 1,043 | 39,678 |
| McLean (rural area only) | 1,184 | 40,249 |

If existing maps are available, that show the dimensions of the geographic service area, please attach to the application. If no existing maps are available, please draw a reasonable representation of the service area that clearly shows geographic limits of the service area. Please indicate on the map the street or road names where service is provided. The map does not need to be an exact or official representation; rather, it is mainly intended to convey the project service area. Include this information as Attachment I to the application.

2. Services Provided Outside the Core Service Area

Since the goal of Section 5311 is to enhance access of people living in nonurbanized areas to activities, Section 5311 projects may include transportation to and from urbanized areas or provide services to other destinations that extend beyond the core service. In this section, list the extended services operated outside the core service area. Examples of such routes would be regularly or periodic shopping trips to an urban center, services provided to regional medical facilities under a contract to a human service agency, or similar service.

In the table below, list or describe the services provided by the project that meet the criterion above for periodic or regularly scheduled services provided outside the core service area. Note: Do not include charter services in this section. Services provided to destinations located outside Illinois should be addressed in Section III.B.3.

Example:

Extended Service Provided

Frequency

Shopping Trip to Springfield

Every 3rd Tuesday

| <u>Extended Service Provided</u> | <u>Frequency</u> |
|---|--|
| Iroquois County to Kankakee (service mainly to dialysis unit located in Kankakee) | Three times a week |
| Iroquois County to Champaign (service restricted to medical) | Every Tuesday |
| Ford County to Champaign (service primarily medical) | 2 nd and 4 th Monday |
| | |
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| | |

Note: Use additional pages if necessary.

3. Services Provided to Out-of-State Destinations

The services provided by a Section 5311 project may include destinations across a state line. Operators of interstate service are required to register with the Federal Motor Carrier Safety Administration (FMCSA). Projects that provide service to out-of-state destinations on a regular, periodic, or even an infrequent basis must notify IDOT for additional guidance.

Each project must complete this section of the application. You must check one of the following boxes:

- ☐ This project operates regular or special transit service to out-of-state destinations on a regular, periodic, or infrequent basis.
- ☒ This project never operates regular or special service to out-of-state destinations.

C. Proposed Service Levels

1. Passenger Trips

In this section, project the total number of passenger trips to be provided under the project by all operators of public transportation services. For purposes of completing this section, "Trip" is defined as a one-way trip by a transit vehicle in revenue service starting at one point of a route and ending at another point. A round trip is counted as two separate trips. Transfers (if applicable), are counted separately and should not be reported here.

Projected number of total system (all operators) passenger trips: 32,000

If there is more than one operator of public transit services under the project, provide the number of projected total passenger trips by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total passenger trips and trips to be operated in public transit service in accordance with the project service plan:

| Operator | Total Number of Passenger Trips Provided by Operator |
|----------|---|
| SHOW BUS | 32,000 |
| | |
| | |
| | |
| | |

2. Vehicle Miles

In this section, project the total number of vehicle miles to be provided under the project by all operators of public transportation services:

Projected number of total system (all operators) vehicle miles : 250,000

If there is more than one operator of public transit services under the project, provide the number of projected total vehicle miles by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total mileage and mileage to be operated in public transit service in accordance with the project service plan:

| Operator | Total Number of Vehicle Miles Provided by Operator |
|----------|---|
| SHOW BUS | 250,000 |
| | |
| | |
| | |
| | |

3. Intercity Bus Service

Intercity bus service miles (estimated) 50,000

4. Charter Services

Charter Service means transportation using buses or vans, or facilities funded by the Federal Transit Administration of a group of persons who pursuant to a common purpose, under a single contract, at a fixed charge (in accordance with the carrier's tariff) for the vehicle or service, have acquired the exclusive use of the vehicle or service to travel together under an itinerary either specified in advance or modified after having left the place of origin.

FTA grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of the seven (7) exemptions set forth in 49 CFR Section 604.9 (b) apply.

- ♦ A Section 5311 grantee/operator may provide incidental charter service if it determines, on an annual basis, that there are no private charter operators willing and able to provide the service. An annual public

C. Operating Entity Certification

For each proposed operator(s) please provide a fully completed and executed copy of the following (*this document should be completed and signed by the operator, if different from the grantee/applicant*):

Robert O. Bertsche hereby certifies that
(Name of Authorized Official)

Meadows Mennonite Retirement Community, d/b/a SHOW BUS is organized as :
(Name of Operator Agency)

(Check one)

- | | |
|--|---|
| <input type="checkbox"/> An individual | <input type="checkbox"/> a partnership |
| <input checked="" type="checkbox"/> A private non-profit | <input type="checkbox"/> a private for-profit |
| <input type="checkbox"/> A municipal corporation | <input type="checkbox"/> other |

[Click here and type other explanation]

And that Meadows Mennonite Retirement Community, d/b/a SHOW BUS's
(Name of operator)

Federal Employer's Identification Number

is 37-7091831.

Officer or Official Signature

CEO, Meadows Mennonite Retirement Community
Title

Date

D. Grantee Contact Person

Please list the Grantee's contact person responsible for project and financial oversight:

Name: Michael Behary

Title: Grant Project Manager for McLean County

Phone: 309-888-5160

Fax Number: 309-888-5768

E-Mail: mbehary@McLean.gov

E. Operator Contact Person(s)

Please list the Operator's contact person(s) responsible for project and financial management:

| Operator | Contact Name | Title | Phone | E-Mail |
|----------|--------------|----------|--------------|----------------------------|
| SHOW BUS | Laura Dick | Director | 309-747-2454 | <u>showbus@gridcom.net</u> |

F. Lower Tier Relationship Between Grantee and Operator

There are two circumstances when a grantee can enter into a lower tier relationship with a third party to deliver Section 5311 services. First, a grantee follows either state (under the common rule) or Federal procedures outlined in FTA Circular 4220.1D to competitively secure the services of a contractor (using micro purchase, small purchase, Invitation for Bid (IFB), or Request For Proposal procedures (RFP)) to deliver all or some component of Section 5311 services. Second, a state may elect to grant Section 5311 funds to a subrecipient through an intermediary subrecipient, a practice expressly permitted pursuant to FTA Circular 9040.1E, Chapter IV, paragraph 3. FTA uses the example of a state that might pass funds to a nonprofit organization through a local public body. FTA notes that this type of arrangement is not a third party contract.

B. Operator Organization and Level of Human Resource Effort

In this section, provide a description of the level of effort that will be provided by each operator providing service in the project. List the staff positions, by job title, in the following table. List both personnel whose time will be charged to the project, either as a direct or indirect expense by typing "Direct" or "Indirect" in the second column. Also list if the position will be charged to the Administrative category ("Admin") or the Operating category ("Op"). Finally, list the approximate or estimated number of staff, expressed in terms of Full-Time Equivalents (FTEs) in the last column.

Submit one table for each operator.

Operator's Proposed Transportation Employee Utilization: FY 2004

Operator: SHOW BUS

| Job Title | Direct or Indirect Staff Position | Administration or Operating? (Admin or Op) | Estimated Full-Time Equivalents (FTEs) |
|------------------------|-----------------------------------|--|--|
| Director | Direct | Admin | 1 |
| Office Mgr./Bookkeeper | Direct | Admin | .5 |
| Clerical | Direct | Admin | 1 |
| Dispatch | Direct | Op | .5 |
| Drivers | Direct | Op | 7.5 |

For each operator, submit with this application an organization chart showing all functional divisions of the entity with a detailed organizational breakdown of the transportation unit as Attachment III.

IX. Intercity Bus Operating Assistance Requests.

A. Project Description

☒ Existing Component ☐ Expanded ☐ New

Detailed Description of Proposed Intercity Bus Service. For existing service the applicant must submit a printed schedule or timetable for intercity bus service. (Attach additional pages if necessary)

Please see the attached schedule.

B. Geographical Service Area

Please provide a description of the geographical areas to be served by the intercity bus project (attach additional pages if necessary):

Please refer to the attached schedule.

C. Project Justification

Please provide the project justification for this intercity bus project (attach additional pages if necessary).

Other than the service provided by SHOW BUS, there are no other public transportation systems offering service between the above destinations. In most instances, people are traveling to destinations offering medical or shopping opportunities not available in the smaller cities.

D. Proposed Intercity Bus Project Operating Assistance Budget

Use the following budget format for Proposed Intercity Bus Operating Assistance requests.

Preparers of this application are advised to consult the IDOT 5310/5311 Grant Management Manual for further guidance on this section.

Estimated Intercity Bus Project Financing

FY 2004 Mileage Share Calculation

| | | |
|----|--|-------------------|
| A. | Projected Total Section 5311 Program Mileage | <u>D250,000</u> |
| B. | Projected Total Intercity Bus Mileage | <u>E50,000</u> |
| C. | Percentage Intercity Bus (D divided by E) | <u>F20%</u> |
| G. | Total Section 5311 Operating Assistance (50% max of deficit) | <u>\$ 118,000</u> |
| H. | Intercity Bus Operating Component (F x G) | <u>\$23,600</u> |
| I. | Total Section 5311 Adm. Assistance(80% of cost maximum) | <u>\$165,180</u> |
| J. | Intercity Bus Administrative Component (F x I) | <u>\$33,036</u> |
| K. | Total Local Share (total non FTA/IDOT funds) | <u>\$259,360</u> |
| L. | Total Intercity Bus Component (H + J) | <u>\$56,636</u> |
| M. | Total Non Intercity Bus (G+I-L) | <u>\$226,544</u> |
| | Total Program Cost (K+ L+ M) | <u>\$542,540</u> |

APPLICATION FOR FEDERAL ASSISTANCE

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|---|------------------------------|------------|--------------|----|--|----------|----|--|----------|----|------------|----------|----|--|-------------------|----|-----------|----------|----|------------|---|--|
| 1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED April 15, 2003 | Applicant Identifier | | | | | | | | | | | | | | | | | | | | | |
| | | 3. DATE RECEIVED BY STATE | State Application Identifier | | | | | | | | | | | | | | | | | | | | | |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | Federal Identifier | | | | | | | | | | | | | | | | | | | | | |
| 5. APPLICANT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | |
| Legal Name: McLean County | | Organizational Unit: | | | | | | | | | | | | | | | | | | | | | | |
| Address (give city, county, State, and zip code): McLean County Law & Justice Center 104 W Front, Bloomington, IL 61702 | | Name and telephone number of person to be contacted on matters involving this application (give area code): Mike Behary 309-888-5160 | | | | | | | | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37-6001569 | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div> <div style="text-align: right; margin-top: -20px;"> <input checked="" type="checkbox"/> B </div> | | | | | | | | | | | | | | | | | | | | | | |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): _____ | | 9. NAME OF FEDERAL AGENCY: Federal Transit Administration | | | | | | | | | | | | | | | | | | | | | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: Section 5311 20-509 | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Public transportation operating assistance grant program for the non-urbanized areas of the State of Illinois and a grant for the Rural Public Transportation Assistance Program. | | | | | | | | | | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Non-urbanized counties & cities in the downstate Illinois area | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. PROPOSED PROJECT | | 14. CONGRESSIONAL DISTRICTS OF: | | | | | | | | | | | | | | | | | | | | | | |
| Start Date 7-1-03 | Ending Date 6-30-04 | a. Applicant Johnson | | | | | | | | | | | | | | | | | | | | | | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>a. Federal</td> <td>\$</td> <td>283,180.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td>218,360.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td>41,000.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>542,540.00</td> </tr> </table> | | a. Federal | \$ | 283,180.00 | b. Applicant | \$ | | c. State | \$ | | d. Local | \$ | 218,360.00 | e. Other | \$ | | f. Program Income | \$ | 41,000.00 | g. TOTAL | \$ | 542,540.00 | a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE April 15, 2003 b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | |
| a. Federal | \$ | 283,180.00 | | | | | | | | | | | | | | | | | | | | | | |
| b. Applicant | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| c. State | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| d. Local | \$ | 218,360.00 | | | | | | | | | | | | | | | | | | | | | | |
| e. Other | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| f. Program Income | \$ | 41,000.00 | | | | | | | | | | | | | | | | | | | | | | |
| g. TOTAL | \$ | 542,540.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Type Name of Authorized Representative Michael Sweeney | | b. Title Chairman McLean County Board | | | | | | | | | | | | | | | | | | | | | | |
| d. Signature of Authorized Representative | | c. Telephone Number 309-888-5110 e. Date Signed | | | | | | | | | | | | | | | | | | | | | | |

Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, McLean County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the McLean County Board on the 15th day of April,
2003.
Officer or Official of Applicant

Signature of Authorized Official

McLean County Board Chairman
Title

Date

SPECIAL SECTION 5333(b) WARRANTY FOR APPLICATION TO THE SMALL URBAN AND RURAL PROGRAM

The following language shall be made part of the contract of assistance with the State or other public body charged with allocation and administration of funds provided under 49 U.S.C. Section 5311:

A. General application

The Public Body ("McLean County") agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project ("Recipient"), and the transportation related employees of any other surface public transportation providers in the transportation service area of the Project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

(1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service or operation assisted by Federal funds, but shall include any changes, whether organizational, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement. An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

FINANCIAL DATA
PROPOSED FY 2004 BUDGET

Exhibit C

REVENUES

| Item | Description | AGENCY | SECTION 5311 | PROJECT INCOME | LOCAL MATCH |
|---------------------------------|-------------------------------------|------------------------|-------------------|----------------|---------------|
| | | TOTAL (ALL TRANSIT) | TOTAL BUDGETED | | |
| 401.01 | Full Adult Fare | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | |
| 401.02 | Senior Citizen Fares | \$ 26,000.00 | \$ 26,000.00 | \$ 26,000.00 | |
| 401.03 | Student Fares | | | | |
| 401.04 | Child Fares | | | | |
| 401.05 | Disabled Rider Fares | | | | |
| 401.06 | Parking Lot Fares | | | | |
| 401.99 | Other Rider Fares | | | | |
| 402.00 | Special Transit Fares | \$ 120,000.00 | \$ 120,000.00 | | \$ 120,000.00 |
| 403.00 | School Bus Service | | | | |
| 404.00 | Freight Tariffs | | | | |
| 405.00 | Charter Service Revenues | | | | |
| 406.00 | Auxiliary Revenues | | | | |
| 407.01 | Sales of Maintenance Service | | | | |
| 407.02 | Rental of Revenue Vehicles | | | | |
| 407.03 | Rental of Buildings & Property | | | | |
| 407.99 | Other Non-transportation Revenue | | | | |
| 408.00 | Taxes Levied by Transit System | | | | |
| 409.00 | Local Cash Grants | \$ 30,000.00 | \$ 30,000.00 | | \$ 30,000.00 |
| 410.01 | Local Disabled Fare Assistance | | | | |
| 410.02 | Local Senior Fare Assistance | | | | |
| 410.03 | Local Student Fare Assistance | | | | |
| 410.99 | Other Local Special Fare Assistance | | | | |
| 411.00 | State Cash Grants | | | | |
| 412.00 | State Special Fare Assistance | | | | |
| 413.00 | Federal Cash Grants (Section 18) | \$ 283,180.00 | \$ 283,180.00 | | |
| 414.00 | Interest Income | | | | |
| 430.01 | Contributed Services - Allowable | | | | |
| 430.03 | Contributed Services - Unallowable | | | | |
| 430.04 | Contra Account for 430.03 | | | | |
| 431.00 | Contributed Cash | \$ 68,360.00 | \$ 68,360.00 | | \$ 68,360.00 |
| 440.00 | Subsidy From Other Sources | | | | |
| | | AGENCY | SECTION 5311 | | |
| | | TOTAL | TOTAL | | |
| | | (ALL TRANSIT) | BUDGETED | | |
| (Exclude grey areas from total) | | | | | |
| TOTAL REVENUE 401 - 440 | | \$ 259,360.00 | \$ 259,360.00 | \$ 41,000.00 | \$ 218,360.00 |

PROPOSED FY 2004 BUDGET
EXPENSES

| Item | Description | AGENCY TOTAL (ALL TRANSIT) | SECTION 5311 TOTAL BUDGETED | SECTION 5311 ADMINISTRATION (Proposed) | SECTION 5311 OPERATING (Proposed) |
|------------------------|-----------------------------------|----------------------------------|-----------------------------------|--|---|
| LABOR | | | | | |
| 501.01 | Operator's Salaries & Wages | \$ 132,300.00 | \$ 132,300.00 | | \$ 132,300.00 |
| 501.02 | Training Salaries & Wages | | | | |
| 501.03 | Dispatcher's Salaries & Wages | \$ 11,000.00 | \$ 11,000.00 | | \$ 11,000.00 |
| 501.04 | Administrative Salaries & Wages | \$ 88,200.00 | \$ 88,200.00 | \$ 88,200.00 | |
| 501.99 | Other Salaries & Wages | | | | |
| | TOTAL | \$ 231,500.00 | \$ 231,500.00 | \$ 88,200.00 | \$ 143,300.00 |
| FRINGE BENEFITS | | | | | |
| 502.01 | FICA | \$ 19,000.00 | \$ 19,000.00 | \$ 7,000.00 | \$ 12,000.00 |
| 502.02 | Pensions & Long Term Disability | \$ 4,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| 502.03 | Health Insurance | \$ 19,000.00 | \$ 19,000.00 | \$ 9,500.00 | \$ 9,500.00 |
| 502.04 | Dental Plans | | | | |
| 502.05 | Life Insurance | \$ 1,350.00 | \$ 1,350.00 | \$ 900.00 | \$ 450.00 |
| 502.06 | Short Term Disability | | | | |
| 502.07 | Unemployment Insurance | | | | |
| 502.08 | Worker's Compensation | \$ 15,420.00 | \$ 15,420.00 | \$ 420.00 | \$ 15,000.00 |
| 502.09 | Sick Leave | \$ 1,000.00 | \$ 1,000.00 | \$ 500.00 | \$ 500.00 |
| 502.10 | Holiday | | | | |
| 502.11 | Vacation | \$ 24,000.00 | \$ 24,000.00 | \$ 12,000.00 | \$ 12,000.00 |
| 502.12 | Other Paid Absence | | | | |
| 502.13 | Uniform Allowance | \$ 2,000.00 | \$ 2,000.00 | | \$ 2,000.00 |
| 502.99 | Other Fringe Benefits | \$ 4,000.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 2,500.00 |
| | TOTAL | \$ 89,770.00 | \$ 89,770.00 | \$ 33,820.00 | \$ 55,950.00 |
| SERVICES | | | | | |
| 503.01 | Management Services | | | | |
| 503.02 | Advertising Services | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | |
| 503.03 | Professional & Technical Services | \$ 27,500.00 | \$ 27,500.00 | \$ 27,500.00 | |
| 503.04 | Temporary Services | \$ 2,000.00 | \$ 2,000.00 | | \$ 2,000.00 |
| 503.05 | Contract Maintenance | \$ 30,200.00 | \$ 30,200.00 | \$ 1,200.00 | \$ 29,000.00 |
| 503.06 | Custodial Services | | | | |
| 503.07 | Security Services | | | | |
| 503.99 | Other Services | \$ 6,500.00 | \$ 6,500.00 | | \$ 6,500.00 |
| | TOTAL | \$ 67,200.00 | \$ 67,200.00 | \$ 29,700.00 | \$ 37,500.00 |

PROPOSED FY 2004 BUDGET (Continued)
EXPENSES

| Item | Description | AGENCY TOTAL (ALL TRANSIT) | SECTION 5311 TOTAL BUDGETED | SECTION 5311 ADMINISTRATION (Proposed) | SECTION 5311 OPERATING (Proposed) |
|---------------------------------|---|----------------------------------|-----------------------------------|--|---|
| MATERIALS & SUPPLIES | | | | | |
| 504.01 | Fuel & Lubricants Consumed | \$ 45,000.00 | \$ 45,000.00 | | \$ 45,000.00 |
| 504.02 | Tires & Tubes Consumed | \$ 4,000.00 | \$ 4,000.00 | | \$ 4,000.00 |
| 504.03 | Inventory Purchases | \$ 7,700.00 | \$ 7,700.00 | \$ 5,700.00 | \$ 2,000.00 |
| 504.99 | Other Materials & Supplies | \$ 800.00 | \$ 800.00 | \$ 400.00 | \$ 400.00 |
| | TOTAL | \$ 57,500.00 | \$ 57,500.00 | \$ 6,100.00 | \$ 51,400.00 |
| UTILITIES | | | | | |
| 505.02 | Telephone | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | |
| 505.99 | Other, i.e. Natural Gas, Electric, etc. | \$ 800.00 | \$ 800.00 | | \$ 800.00 |
| | TOTAL | \$ 8,800.00 | \$ 8,800.00 | \$ 8,000.00 | \$ 800.00 |
| CASUALTY & LIABILITY | | | | | |
| 506.01 | Physical Damage Insurance | \$ 26,000.00 | \$ 26,000.00 | \$ 26,000.00 | |
| 506.03 | Liability & Property Insurance | \$ 34,000.00 | \$ 34,000.00 | \$ 34,000.00 | |
| 506.04 | Uninsured Settlements | | | | |
| 506.05 | Provisions for Uninsured Settlements | | | | |
| 506.06 | Recoveries of Settlements | | | | |
| 506.08 | Other Corporate Insurance | | | | |
| 506.99 | Other Insurance | | | | |
| | TOTAL | \$ 60,000.00 | \$ 60,000.00 | \$ 60,000.00 | |
| TAXES | | | | | |
| 507.00 | TOTAL | \$ 350.00 | \$ 350.00 | \$ 350.00 | |
| PURCHASED TRANSPORTATION | | | | | |
| 508.00 | TOTAL | | | | |
| MISCELLANEOUS | | | | | |
| 509.01 | Dues & Subscriptions | \$ 770.00 | \$ 770.00 | \$ 770.00 | |
| 509.02 | Travel & Meetings | \$ 2,750.00 | \$ 2,750.00 | \$ 2,750.00 | |
| 509.03 | Bridge, Tunnel, & Highway Tolls | | | | |
| 509.04 | Entertainment Expense | | | | |
| 509.05 | Charitable Donations | | | | |
| 509.06 | Fines & Penalties | | | | |
| 509.07 | Bad Debt Expense | | | | |
| 509.08 | Advertising/Promotion Media | \$ 1,900.00 | \$ 1,900.00 | \$ 1,900.00 | |
| | TOTAL (Excluding Grey Areas) | \$ 5,420.00 | \$ 5,420.00 | \$ 5,420.00 | |

PROPOSED FY 2004 BUDGET (Continued)
EXPENSES

| Item | Description | AGENCY | SECTION 5311 | SECTION 5311 | SECTION 5311 |
|---|---------------------------------|----------------------------------|-----------------------------------|--|---|
| | | TOTAL (ALL TRANSIT) | TOTAL BUDGETED | ADMINISTRATION (Proposed) | OPERATING (Proposed) |
| INTEREST | | | | | |
| 511.01 | Long Term Debt Obligation | | | | |
| 511.02 | Short Term Debt Obligation | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | |
| | TOTAL | <u>\$ 6,000.00</u> | <u>\$ 6,000.00</u> | <u>\$ 6,000.00</u> | |
| LEASES & RENTALS | | | | | |
| 512.01 | Transit Way Structures, etc. | | | | |
| 512.02 | Passenger Stations | | | | |
| 512.03 | Passenger Parking Facilities | | | | |
| 512.04 | Passenger Revenue Vehicles | | | | |
| 512.05 | Service Vehicles | \$ 3,000.00 | \$ 3,000.00 | | \$ 3,000.00 |
| 512.06 | Operating Yards or Stations | \$ 7,500.00 | \$ 7,500.00 | | \$ 7,500.00 |
| 512.07 | Maintenance Facilities | | | | |
| 512.10 | Data Processing Facilities | | | | |
| 512.11 | Revenue Collection Facilities | | | | |
| 512.12 | Other Administrative Facilities | \$ 5,500.00 | \$ 5,500.00 | \$ 5,500.00 | |
| | TOTAL | <u>\$ 16,000.00</u> | <u>\$ 16,000.00</u> | <u>\$ 5,500.00</u> | <u>\$ 10,500.00</u> |
| DEPRECIATION & AMORTIZATION | | | | | |
| 513.00 | TOTAL | | | | |
| CONTRIBUTED SERVICES | | | | | |
| 530.00 | TOTAL | | | | |
| INELIGIBLE EXPENSES | | | | | |
| 550.00 | TOTAL | | | | |
| ICR | | | | | |
| | Indirect Cost Rate | | | | |
| TOTAL | | | | | |
| | | AGENCY TOTAL (ALL TRANSIT) | SECTION 5311 TOTAL BUDGETED | SECTION 5311 ADMINISTRATION (Proposed) | SECTION 5311 OPERATING (Proposed) |
| (Exclude grey areas from total) | | | | | |
| TOTAL EXPENSES 501 - 530 & ICR | | <u>\$ 542,540.00</u> | <u>\$ 542,540.00</u> | <u>\$ 243,090.00</u> | <u>\$ 299,450.00</u> |

Applicant's Certification Of Intent

Applicant: McLean County

Address: McLean County Law and Justice Center

104 West Front Street, POBox 2400

Bloomington, IL 61702-2400

| | | |
|-----------------------|--------------------------------|---------------------|
| <u>Michael Behary</u> | <u>Grantee Project Manager</u> | <u>309-888-5160</u> |
| Contact Person | Title | Telephone |

309-888-5768
Fax Number

mbehary@Mclean.gov
E-Mail Address

The applicant hereby applies to the State of Illinois through the Illinois Department of Transportation, Division of Public Transportation for grants under Article III of the Downstate Public Transportation Act for operating and administrative assistance for public transportation service.

I hereby certify that I have reviewed this application including all attachments and information, and have found it to be true and correct.

Officer or Official of Applicant

Signature

McLean County Board Chairman
Title

Date

McLean County Board Resolution

NO. _____

Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991.

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, Section 5311 of the Federal Transit Act of 1991, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311 of the Federal Transit Act of 1964, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE MCLEAN COUNTY BOARD:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1991, for the purpose of off-setting a portion of the Public Transportation Program operating deficits of McLean County.

Section 2. That while participating in said operating assistance program McLean County will provide all required local matching funds.

Section 3. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of McLean County such application.

Section 4. That the Board Chairman of McLean County is authorized to furnish such additional information as may be required by the Division of Public Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of McLean County all required Grant Agreements with the Illinois Department of Transportation.

ADOPTED by the County Board of McLean County, Illinois, this 15th day of April, 2003

ATTEST:

APPROVED:

Peggy Ann Milton,
County Clerk
McLean County, Illinois

Michael Sweeney,
Chairman
McLean County Board

Ordinance

ORDINANCE NO. _____
AN ORDINANCE TO PROVIDE FOR PUBLIC TRANSPORTATION
IN MCLEAN COUNTY, ILLINOIS

Whereby, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, McLean County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the (county or counties) limits;

NOW, THEREFORE, BE IT ORDAINED by the President and the County Board of McLean County that:

Section 1. McLean County shall hereby provide public transportation within the (county or counties) limits.

Section 2. The County Clerk of the County of McLean shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Chairman of the Board of McLean County is hereby authorized and directed to execute and file on behalf of McLean County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Chairman of the Board of McLean County is hereby authorized and directed to execute and file on behalf of McLean County all required Grant Agreements with the Illinois Department of Transportation.

ADOPTED by the County Board of McLean County on the 15th day of April, 2003

ATTEST:

APPROVED:

Peggy Ann Milton,
County Clerk
McLean County, Illinois

Michael Sweeney,
Chairman
McLean County Board

FEDERAL FY 2004 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE

Name of Applicant: McLean County

The Applicant agrees to comply with applicable requirements of Categories 1 - 16. (The Applicant may make this selection in lieu of individual selections below.)

OR

The Applicant agrees to comply with the applicable requirements of the following Categories it has selected (Note: IDOT Section 5311 Projects Must Select Items (1) through (11) and (15)).

- | | | |
|------|---|-------------------------------------|
| (1) | Certifications and Assurances Required of Each Applicant | <input checked="" type="checkbox"/> |
| (2) | Lobbying Certification | <input checked="" type="checkbox"/> |
| (3) | Certification Pertaining to Effects on Private Mass Transportation Companies | <input checked="" type="checkbox"/> |
| (4) | Public Hearing Certification for a Project with Substantial Impacts | <input checked="" type="checkbox"/> |
| (5) | Certification for the Purchase of Rolling Stock | <input checked="" type="checkbox"/> |
| (6) | Bus Testing Certification | <input checked="" type="checkbox"/> |
| (7) | Charter Service Agreement | <input checked="" type="checkbox"/> |
| (8) | School Transportation Agreement | <input checked="" type="checkbox"/> |
| (9) | Certification for Demand Responsive Service | <input checked="" type="checkbox"/> |
| (10) | Prevention of Alcohol Misuse and Prohibited Drug Use Certification | <input checked="" type="checkbox"/> |
| (11) | Certification Required for Interest and Other Financing Costs | <input checked="" type="checkbox"/> |
| (12) | Intelligent Transportation Systems Program Assurance | <input type="checkbox"/> |
| (13) | Certifications and Assurances for the Urbanized Area Formula Program, the Job Access and Reverse Commute Program, and the Clean Fuels Formula Program | <input type="checkbox"/> |
| (14) | Certifications and Assurances for the Elderly and Persons with Disabilities Program | <input type="checkbox"/> |
| (15) | Certifications and Assurances for the Nonurbanized Area Formula Program | <input checked="" type="checkbox"/> |
| (16) | Certifications and Assurances for the State Infrastructure Bank (SIB) Program | <input type="checkbox"/> |

FEDERAL FISCAL YEAR 2004 FTA CERTIFICATIONS AND ASSURANCES

(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

Name of Applicant: McLean County

Name and Relationship of Authorized Representative:

Michael Sweeney, McLean County Board Chairman

BY SIGNING BELOW I, Michael Sweeney, on behalf of the Applicant, declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and administrative guidance required for each application it makes to the Illinois Department of Transportation for Federal Transit Administration (FTA) in Federal Fiscal Year 2004.

FTA intends that the certifications and assurances the Applicant selects on page 1 of this document, as representative of the certifications and assurances in Appendix A, should apply, as required, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2004.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to IDOT/FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the Nonurbanized Area Formula Program, 49 U.S.C. 5311, and may apply to any other certification, assurance, or submission made in connection with any other program administered by FTA.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____

Date: _____

Name Michael Sweeney
Authorized Representative of Applicant

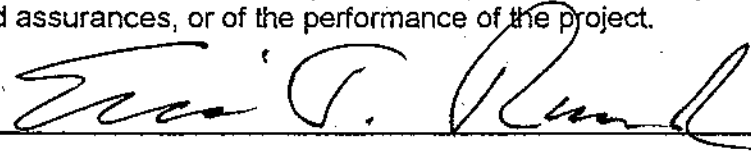
AFFIRMATION OF APPLICANT'S ATTORNEY

for McLean County

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.


I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature _____



Date: _____

Name _____



Applicant's Attorney

Each Applicant for FTA financial assistance (except 49 U.S.C. 5312(b) assistance) and each FTA Grantee with an active capital or formula project must provide an Attorney's affirmation of the Applicant's legal capacity.

NON-VEHICLE CAPITAL ASSET INVENTORY

To be submitted with
Section 5311 FY04 Operating Assistance Applications

Please complete the following section as thoroughly as possible. Include all capital assets funded either through the Federal Transit Administration or the State of Illinois, with an original purchase cost greater than \$300--**excluding vehicles**. Attach additional pages if necessary. All vehicles should be included on the attached Vehicle Asset Inventory (Exhibit J).

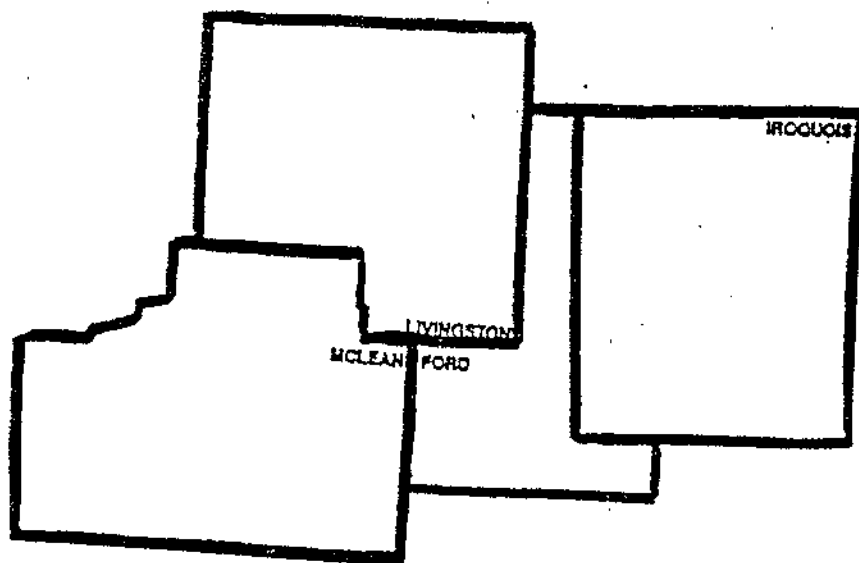
| <u>Capital Asset</u> | <u>Contract Number</u> | <u>Original Cost</u> | <u>Date of Purchase</u> | <u>Condition</u> <u>Good/Fair/Poor</u> |
|-----------------------------|------------------------|----------------------|-------------------------|---|
| 1. <u>Dell Comp/printer</u> | <u>5311 Operating</u> | <u>2,263.00</u> | <u>6/29/01</u> | <u>Good</u> |
| 2. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 3. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 4. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 5. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 6. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 7. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 8. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 9. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 10. <u>GTX Radio</u> | <u>3114</u> | <u>480.00</u> | <u>7/17/01</u> | <u>Good</u> |
| 11. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 12. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 13. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 14. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 15. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 16. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |

| | | | | |
|-------------------------|-------------|-----------------|----------------|-------------|
| 17. <u>GTX Radio</u> | <u>3212</u> | <u>550.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 18. <u>MTX Radio</u> | <u>3212</u> | <u>665.00</u> | <u>5/22/02</u> | <u>Good</u> |
| 19. <u>Gateway Comp</u> | <u>3212</u> | <u>1,759.00</u> | <u>8/05/02</u> | <u>Good</u> |
| 20. <u>Gateway Comp</u> | <u>3212</u> | <u>1,759.00</u> | <u>8/05/02</u> | <u>Good</u> |

SHOW BUS Vehicle Inventory Ford, Iroquois, Livingston & McLean Counties

| Veh # | Veh Type | Year/Manufact. | VIN# | Mileage Jan-Feb/2003 | Funding Source | Cond |
|-------|-------------|----------------|--------------------|--------------------------|-------------------|------|
| 1 | Raised Roof | 1994/Braun | 1FTJS34G8RHB78597 | 181,562 | 5311 | Fair |
| 2 | BOC | 1994/Eldorado | 1FDKE30MORHA20676 | 128,434 | 5310 | Poor |
| 3 | Raised Roof | 1994/Braun | 1FTJS34G9RHB78592 | 118,425 | 5311 | Fair |
| 4 | Raised Roof | 1996/Nat'l Mob | 2B6KKB31Z4TK184688 | 96,441 | 5310 | Fair |
| 10 | BOC | 1990/Eldorado | 1FDKE30G3LHA09026 | Out/serv | Private | Poor |
| 11 | Heavy Duty | 1993/Eldorado | 4CDK54E22P2106426 | 50,000+on Rebuilt eng | 5310 | Poor |
| 12 | Raised Roof | 1996/Nat'l Mob | 2B6KKB31Z2TK184690 | 116,746 | 5310 | Poor |
| 14 | BOC | 1997/Eldorado | 1FDLE40F2VHB32790 | 174,638 | 5310 | Fair |
| 15 | BOC | 1998/Eldorado | 1FDXE40F3WHB91379 | 131,219 | 5311 | Fair |
| 16 | Raised Roof | 1998/Nat'l Mob | 2B7LB31Z9WK158253 | 128,711 | 5311 | Poor |
| 17 | Raised Roof | 2000/Nat'l Mob | 2B6LB31Z5YK124040 | 61,491 | Private/AAA | Good |
| 18 | Raised Roof | 2000/Nat'l Mob | 2B7LB31Z7YK168458 | 43,284 | 5311 | Good |
| 19 | BOC | 2001/Eldorado | 1FDXE45F0YHC01202 | 72,364 | 5311 | Good |
| 20 | BOC | 2001/Eldorado | 1FDXE45F5YYC01227 | 57,718 | 5311 | Good |
| 21 | Light Duty | 2003/Eldorado | 1FDWE35L52HB52792 | 2,505 | 5311 | Good |
| 22 | BOC | 2003/Eldorado | 1FDXE45F22HB40538 | 1,946 | 5311 | Good |
| 23 | BOC | 2003/Eldorado | 1FDXE45F42HB40539 | 1,362 | 5311 | Good |

NOTE: All 5311 vehicles are titled to McLean County. The rest are titled to Meadows Mennonite Retirement Community or the State of Illinois.



Attachment II

**Copies of Minutes, Letters, RFPs, and Other
Documentation that Describe the Applicant's Efforts to
Involve the Private Sector in the Project.**

(Attach in this Section)

Providers List for 2004 Application

Circle City Cab
1001 West Washington Street
Bloomington, IL 61701

The ARC
700 E. Elm Street
Watseka, IL 60970

American City Cab Co.
513 East Locust
Bloomington, IL 61701

Bee Express Taxi Cab
112 N. Main
Pontiac, IL 61764

Dehm Bus Service
8 N. 3rd
Chatsworth, IL 60921

Ryder Student Transportation
1103½ E. Croxton Avenue
Bloomington, IL 61701

Volunteer Services of Iroquois County
1001 E. Grant Street
Watseka, IL 60970

TLC Express
334 ½ E. Baker Street
Bloomington, IL 61701

St. Mary's Hospital
111 East Spring Street
Streator, IL 61364

Wilken Bus Service
1565 N. 600 E Road
Onarga, IL 60955

Willow Estates Cooperative, Inc.
RR 1 Box W-27
Beaverville, IL 60912

Red Top Cab
208 North Morris Avenue
Bloomington, IL 61701

Elegant Limousines
112 E. Jefferson
Bloomington, IL 61701

COPY



COPY

Sample

DEPARTMENT OF BUILDING & ZONING

(309) 888-5160 Fax (309) 888-5768

104 W. Front, Room 707 P.O. Box 2400

Bloomington, Illinois 61702-2400

March 3, 2003

Elegant Limousines
112 E. Jefferson
Bloomington, IL 61701

RE: Opportunity to Provide Rural Public Transportation in McLean, Livingston, Ford & Iroquois Counties

Dear Transportation Provider:

McLean County applies annually to the Illinois Department of Transportation (IDOT) on behalf of the four above named counties for Section 5311 federal transit funding to help fund rural public transportation. These funds have been received since 1988 to operate rural public transportation in McLean and Livingston Counties. Ford County was added in 1989. Iroquois County was added in 1992.

SHOW BUS, which is sponsored by Meadows Mennonite Retirement Community, is currently the provider of this service. SHOW BUS offers public transportation in the four county area Monday through Friday. Service is open to wheelchair passengers as well as to those who are ambulatory.

According to Section 5311 requirements, private transportation providers in the four county area need to be informed about this service and asked if they are interested in participating in a contract for service arising from a funding agreement under the Section 5311 Rural Public Transportation Funding Assistance Program. Any provider would need to deliver all of the transportation obligations under the terms of the contract with IDOT for the four county area.

Please contact me by March 24, 2003 if you are interested in providing this public transportation or if I can be of further assistance.

Sincerely,

Michael Behary

Mike Behary, County Planner
Grantee Project Manager

SHOW BUS ORGANIZATIONAL CHART

Meadows Mennonite Retirement Community

MMRC Board

MMRC CEO

SHOW BUS

Director

Advisory Council

Office Mgr/Bookkeeper

Dispatch

Drivers

Volunteers

Secretarial

ILLINOIS DEPARTMENT OF TRANSPORTATION

2003 CONSOLIDATED VEHICLE PROCUREMENT ROLLING STOCK CAPITAL ASSISTANCE APPLICATION

STOP! IF YOU ARE SEEKING TO REPLACE A VEHICLE(S), BE SURE THAT YOU MEET THE ELIGIBILITY REQUIREMENTS. SEE PAGE 5 (PART III, SECTION E).

IF YOU DO NOT MEET THESE REQUIREMENTS, DO NOT SUBMIT FOR REPLACEMENT.

| | | |
|---|--|--|
| LEGAL NAME of Applicant Agency McLean County | | Date of Application Filing 4-15-2003 |
| Street Address, City, State, County and Zip Code McLean County Law and Justice Center 104 West Front Street, POBox 2400 Bloomington, IL 61702-2400 | | County McLean County |
| Area Served by Applicant (List counties, city, portions, areas as applicable) Ford, Iroquois, Livingston and McLean Counties | | Type of Applicant (from pg. 3 A) Federal Section 5311 Grantee |
| Federal Tax Identification Number 37-6001569 | | Illinois State Tax Exempt Number E-9994-9946-03 |
| Contact Person Mike Behary | E-Mail Address mbehary@co.mclean.il.us | Title Planner |
| | | Contact: Tel. (309) 888-5160 Fax (309) 888-5768 |

ALL APPLICANTS MUST ANSWER THESE QUESTIONS:

| | |
|---|---|
| DOES A MINORITY GROUP MANAGE YOUR ORGANIZATION OR IS OPERATION MINORITY BASED? | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| DOES YOUR AGENCY PROVIDE SERVICE TO MINORITIES? | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| YEAR THE AGENCY LAST APPLIED FOR CVP VEHICLE: FY 2002 LAST YEAR GRANTED/RECEIVED: RECEIVED A CONFIRMATION OF AWARD JANUARY, 2003 | |

By this application, it is the intent of McLean County to procure the requested vehicle(s) through the State of Illinois' Consolidated Vehicle Procurement (CVP) program; and thereby will meet all applicable state, federal and local procurement requirements. I certify that the information and statements provided in this application and all supporting documents are correct and complete.

Authorizing Officer's Official Signature

Michael Sweeney

Print Officer or Official Name

April 15, 2003

Date

McLean County Board Chairman

Title

PART I

REQUIRED SUBMITTALS

TO BE COMPLETED BY ALL APPLICANTS

Applicant Name
McLean County

Use the submittal matrix (A) and checklist (B) to help you meet all requirements of the application process.

A. Submittal Matrix An "X" represents the information that must be submitted by each type of agency.

| Type of Applicant | Part II | Part III | Part IV | Part V | Part VI | Part VII | Part VIII | Part IX | Part X | Appendices | | | | Support Letters |
|------------------------------------|---------|----------|---------|--------|---------|----------|-----------|---------|--------|------------|------|---|-------|-----------------|
| | | | | | | | | | | A | B | C | MPO | |
| Non-Profit Non-Governmental Agency | X | X | X | X | X | X | X(b) | X | X | X | X | X | X (c) | X |
| Federal Section 5311 Grantee | X | X | | | | X | | | | X(a) | X(a) | X | | |
| IDOT-Certified Public Body | X | X | X | X | X(a) | X | X(b) | | X(a) | X(a) | X(a) | X | X (c) | |

(a) this data not required if applicant agency has applied for another grant within the last nine months.

(b) subsection information is required ONLY if applicant is applying for a vehicle for new or expanded service.

(c) If applicant is in an urbanized area outside the Chicago region, see page 39.

B. Submittal Checklist Check the appropriate boxes. All items are required unless otherwise indicated.

| ITEM | ENCLOSED |
|---|----------|
| • Application Signed by Board authorized person (front cover) | X |
| • Part I Submittal Matrix(A) and Completed Application Checklist (B) | X |
| • Part II Current Vehicle Inventory (page 4) | X |
| • Part III Vehicle Request Form and Budget (pages 5-6) | X |
| • Part IV Project Justification (page 7) | |
| • Part V Applicant's Current Services and Experience (pages 8-10) | |
| • Part VI Fleet Control and Maintenance (page 11) | |
| • Part VII Driver Training (page 12) | X |
| • Part VIII (Optional) Proposed New or Expanded Service (pages 13 & 14) | |
| • Part IX Formal Coordination Efforts (if applicable, page 15 & 16) | |
| • Part X Financial Administration (if applicable, pp 17 & 18) | |
| • Appendix A Signed FTA and IDOT Assurances and signed Attorney's Affirmation (page 18) | X |
| • Appendix B Public hearing published notice, hearing report and public written comments | X |
| • Appendix C Executed Board Resolution authorizing official representative | X |
| • Appendix D Application Preparation Guidance | |
| • Appendix E Paratransit Vehicle Catalog | |
| • Letter from MPO placing project in TIP (not applicable in Cook, Lake, DuPage, Kane, Will and McHenry Counties, or any non-urbanized area) | |
| • Letters of support from County Boards (not a requirement) | |
| • Letters of support from local Legislators, others (not a requirement) | |

Note: When submitting your application: (1) **Remove:** instructions, vehicle catalog, other guidance (D) and informational material; and (2) **Include this Checklist** (Indicate any missing items, noting whether pending, subject to third party submittal /approval, or delayed.)

Note: Attach one completed copy of this form for EACH vehicle requested

(Make & label copies) Form 1 of 3

☐ Mini-Van w/ramp (5 pass.) ☐ Light Duty Paratransit w/lift (11 pass.) ☒ Medium Duty Paratransit w/lift (14 pass.)
☐ Super Medium Duty Paratransit w/lift (22 pass.) Requires supplemental justification, well documented requirements, up-to-date maintenance program and large client base experience.
☐ Heavy Duty Transit w/lift or low floor (31 pass/2 wheelchair with optional destination signs & passenger signal/PA system) *available to Section 5311 applicants only*

| | | | |
|----------|-------------------------------|----------|-------------------|
| X | Replacement of owned vehicle | O | Service Expansion |
| O | Replacement of leased vehicle | O | New Service |

Based on needs, the requested vehicle on **this** form is to be considered for funding (1st, 2nd, etc) 1st
No two requested vehicles may have the same priority ranking.

- Minivans/raised roof vans/automobiles: have been driven at least 95,000 miles; OR be over five years old
- AND in documented unsafe or poor operating condition.
- Light-Duty or Medium-duty/school bus: have been driven at least 120,000 miles OR be over seven years old AND in documented unsafe or poor operating condition.
- Super medium-duty duty paratransit: have been driven at least 150,000 miles OR be over seven years old
- AND in documented unsafe or poor operating condition.
- Heavy-duty transit: have been driven at least 350,000 miles OR be over ten years old AND in documented unsafe or poor operating condition.
- Any 1991 or 1993 ElDorado MST heavy-duty vehicle regardless of mileage or condition.

| Yr | Manufacturer | Type | Mileage | VIN # | IDOT Contract # |
|---|--------------|--------|---------|-------------------|-----------------|
| 98 | Nat'l Mob | R-Roof | 128,711 | 2B7LB31Z9WK158253 | CAP 98616-IL |
| Justification (i.e. exceeds mileage criteria, or documented as unsafe or in poor condition –incl. photos, receipts) This vehicle exceeds the mileage criteria. | | | | | |

PART III
VEHICLE REQUEST FORM & BUDGET
TO BE COMPLETED BY ALL APPLICANTS

Note: Attach one completed copy of this form for EACH vehicle requested

A. Applicant Name
McLean County

(Make & label copies) Form 2 of 3

B. Vehicle Category Requested: see vehicle catalog to check appropriate unit by passenger size:

- ☐ Mini-Van w/ramp (5 pass.) ☐ Light Duty Paratransit w/lift (11 pass.) ☒ Medium Duty Paratransit w/lift (14 pass.)
☐ Super Medium Duty Paratransit w/lift (22 pass.) Requires supplemental justification, well documented requirements, up-to-date maintenance program and large client base experience.
☐ Heavy Duty Transit w/lift or low floor (31 pass/2wheelchair with optional destination signs & passenger signal/PA system)
available to Section 5311 applicants only

C. Category of Request (Check appropriate category)

- | | |
|---|---|
| <input checked="" type="radio"/> Replacement of owned vehicle | <input type="radio"/> Service Expansion |
| <input type="radio"/> Replacement of leased vehicle | <input type="radio"/> New Service |

D. Vehicle Request Prioritization

Based on needs, the requested vehicle on this form is to be considered for funding (1st, 2nd, etc.) 2nd.
No two requested vehicles may have the same priority ranking.

E. VEHICLE REPLACEMENT CRITERIA (agency must enclose all required documentation)

To be eligible for replacement, vehicles must meet the following criteria at time of application:

- Minivans/raised roof vans/automobiles: have been driven at least 95,000 miles; OR be over five years old AND in documented unsafe or poor operating condition.
- Light-Duty or Medium-duty/school bus: have been driven at least 120,000 miles OR be over seven years old AND in documented unsafe or poor operating condition.
- Super medium-duty duty paratransit: have been driven at least 150,000 miles OR be over seven years old AND in documented unsafe or poor operating condition.
- Heavy-duty transit: have been driven at least 350,000 miles OR be over ten years old AND in documented unsafe or poor operating condition.
- Any 1991 or 1993 ElDorado MST heavy-duty vehicle regardless of mileage or condition.

F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:

| Yr. | Manufacturer | Type | Mileage | VIN # | IDOT Contract # |
|-----|--------------|----------|---------|-------------------|-----------------|
| 97 | El Dorado | Med Duty | 174,638 | 1FDLE40F2VHB32790 | 2470 |

Justification (i.e. exceeds mileage criteria, or documented as unsafe or in poor condition -incl. photos, receipts)

This vehicle exceeds the mileage criteria.

PART III

VEHICLE REQUEST FORM & BUDGET

TO BE COMPLETED BY ALL APPLICANTS

Note: Attach one completed copy of this form for EACH vehicle requested

A. Applicant Name
McLean County

(Make & label copies) Form 3 of 3

B. Vehicle Category Requested: see vehicle catalog to check appropriate unit by passenger size:

- ☐ Mini-Van w/ramp (5 pass.) ☐ Light Duty Paratransit w/lift (11 pass.) ☒ Medium Duty Paratransit w/lift (14 pass.)
- ☐ Super Medium Duty Paratransit w/lift (22 pass.) Requires supplemental justification, well documented requirements, up-to-date maintenance program and large client base experience.
- ☐ Heavy Duty Transit w/lift or low floor (31 pass/2wheelchair with optional destination signs & passenger signal/PA system)
available to Section 5311 applicants only

C. Category of Request (Check appropriate category)

- | | |
|---|---|
| <input checked="" type="radio"/> Replacement of owned vehicle | <input type="radio"/> Service Expansion |
| <input type="radio"/> Replacement of leased vehicle | <input type="radio"/> New Service |

D. Vehicle Request Prioritization

Based on needs, the requested vehicle on this form is to be considered for funding (1st, 2nd, etc.) 3rd
No two requested vehicles may have the same priority ranking.

E. VEHICLE REPLACEMENT CRITERIA (agency must enclose all required documentation)

To be eligible for replacement, vehicles must meet the following criteria at time of application:

- Minivans/raised roof vans/automobiles: have been driven at least 95,000 miles; OR be over five years old AND in documented unsafe or poor operating condition.
- Light-Duty or Medium-duty/school bus: have been driven at least 120,000 miles OR be over seven years old AND in documented unsafe or poor operating condition.
- Super medium-duty duty paratransit: have been driven at least 150,000 miles OR be over seven years old AND in documented unsafe or poor operating condition.
- Heavy-duty transit: have been driven at least 350,000 miles OR be over ten years old AND in documented unsafe or poor operating condition.
- Any 1991 or 1993 ElDorado MST heavy-duty vehicle regardless of mileage or condition.

F. Please provide Replacement Vehicle Identification Information for the vehicle being replaced:

| Yr. | Manufacturer | Type | Mileage | VIN # | IDOT Contract # |
|-----|--------------|----------|---------|-------------------|-----------------|
| 98 | El Dorado | Med Duty | 131,219 | 1FDXE40F3WHB91379 | CAP 98616- IL |

Justification (i.e. exceeds mileage criteria, or documented as unsafe or in poor condition -incl. photos, receipts)

This vehicle exceeds the mileage criteria.

Applicant Name
McLean County

ESTIMATED PROJECT BUDGET

G. Estimated CVP Budget

| Vehicle Type | Capacity (Approx.) | Number of Units Requested | | | (d) Line Total (a+b+c) | (e) Estimated Unit Cost | Estimated Total Cost (Line Total X Unit Cost) (d x e) |
|--|-----------------------|---------------------------|------------------|------------|---------------------------------|-------------------------------|---|
| | | Replace (a) | Expansion (b) | New (c) | | | |
| Mini-Van Paratransit (w/ ramp) MVP | 6 pass. | | | | | \$45,000 | \$ |
| Light Duty Paratransit Vehicle (w/lift) LDP | 11 pass. | | | | | \$45,000 | \$ |
| Medium Duty Paratransit Vehicle (w/lift) MDP | 14 pass. | 3 | | | | \$65,000 | \$195,000 |
| Super Medium Duty Para- Transit Vehicle (w/lift) SDP | 22 pass. | | | | | \$98,000 | \$ |
| Heavy Duty Transit Vehicle (w/lift) (Sec 5311 only) HDP | 31 pass. | | | | | \$280,000 | \$ |
| | | | | | | | |

Total CVP \$195,000

Comments:

PART VII
TRANSPORTATION TRAINING
TO BE COMPLETED BY ALL APPLICANTS

Applicant Name

McLean County

Driver Training

Briefly describe your driver transportation training efforts and your administration procedures. Include your published policy on training. Attach documentation/examples of: Training and orientation master plans, training schedules, Individual personnel training records, etc.

All drivers receive a copy of the Driver's Manual (sample pages are attached). They all receive one on one training on various buses and with various drivers to assure they are proficient with the equipment and to give the office feedback about each driver's abilities. Drivers attend Defensive Driving, Emergency Procedures and Passenger Assistance courses taught through the Illinois Rural Transit Assistance Center (RTAC). RTAC recently revised the training procedure, sending videos to cover the classroom portion of the above classes and scheduling hands on training at various facilities. The video was screened for all the drivers, a hands on Passenger Assistance training was held on March 22, 2003 (all current drivers attended), and one for Defensive Driving is scheduled for April 19, 2003. The Emergency Procedures class should be scheduled shortly. The trainings are mandatory for all drivers.

Does each driver's file reflect training, licensing, achievements, etc.? Y ☒ N ☐

Are all drivers trained in formal courses on the core passenger transport subjects?

Client assistance Y ☒ N ☐ Special Passenger Care Y ☒ N ☐

Emergency response Y ☒ N ☐ Local contacts, resources and procedures Y ☒ N ☐

C.P.R. Y ☐ N ☒ Defensive Driving Y ☒ N ☐

If NO to any of the above, please explain, or note your training schedule, programs and cycle.

Training in C.P.R. is optional. If a driver desires the training, SHOW BUS will pay for the training, as well as training in First Aid.

Please list any other course(s) offered by or through the agency: for drivers:

What is your normal Training cycle? New drivers are oriented upon hiring and sent to RTAC trainings as soon as they are scheduled.

Do you offer regular updates/refreshers? Y ☒ N ☐

Does your formal training include: ADA policy and how it is applied to your clients Y ☒ N ☐

Include operation of access equipment (including manual lift operation and cautions)? Y ☒ N ☐

Formal vehicle and accessory orientation? Y ☒ N ☐ Route or territory orientation? Y ☒ N ☐

Do you provide 'on-the-road' communications for drivers? Y ☒ N ☐ Define: All buses are equipped with radios.

Do you include Dispatchers in training and vehicle orientation?

Y ☒ N ☐

Dispatch attends RTAC training, beginning with the new training mentioned above.

Appendix A

ILLINOIS DEPARTMENT OF TRANSPORTATION ("IDOT") AND FEDERAL TRANSIT ADMINISTRATION ("FTA") ASSISTANCE PROGRAMS JOINT CERTIFICATIONS AND ASSURANCES FOR APPLICANT'S

| |
|---|
| Name of Applicant McLean County |
|---|

By signing the attached AFFIRMATION OF APPLICANT'S ATTORNEY and JOINT CERTIFICATIONS AND ASSURANCES FOR IDOT & FTA PROGRAMS, the Applicant agrees to comply with the following applicable requirements (attached) of IDOT and FTA Assurance Programs Joint Certifications and Assurances for Grantees:

| CERTIFICATION | CVP APPLICATION |
|--|--|
| 1. Certifications and Assurances Required of each Applicant | Applicable |
| 2. Lobbying Certification (if application is for more than \$100,000) | Applicable |
| 3. Certification for Effects on Private Mass Transportation Companies | Applicable (for public bodies only) |
| 4. Public Hearing Certification for Major Projects with substantial Impacts | Not Applicable |
| 5. Certification for the Purchases of Rolling Stock | Not Applicable |
| 6. Bus Testing Certifications | Not Applicable |
| 7. Charter Bus Agreement | Not Applicable |
| 8. School Bus Agreement | Applicable |
| 9. Certification for Demand Responsive Service | Not Applicable |
| 10. Substance Abuse Certifications | Not Applicable |
| 11. Certification Required For Interest or Other Financing Costs | Not Applicable |
| 12. Intelligent Transportation System Program Assurance | Not Applicable |
| 13. Certifications and Assurances For The Urbanized Area Formula Program, The Job Access and Reverse Commute Program and The Clean Fuels Formula Program | Not Applicable |
| 14. Certifications and Assurances for the Elderly and Persons With Disabilities Program | Applicable |
| 15. Certifications and Assurances for the Nonurbanized Area Formula Program | Not Applicable |
| 16. Certifications and Assurances for the State Infrastructure Bank Program | Not Applicable |


The attached signature pages (Applicant and Applicant's attorney) must be appropriately completed and signed where indicated.

AFFIRMATION OF APPLICANT'S ATTORNEY

For McLean County

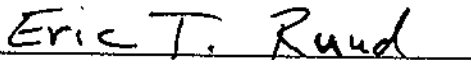
As the undersigned legal counsel for the above named Applicant, I hereby affirm that the Applicant has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or threatened that might adversely affect the validity of these certifications and assurances, or of the performance of the project.



Applicant's Attorney's Signature

Date



Print Applicant's Attorney's Name

JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS

Name of Applicant: McLean County

Name of Authorized Representative: Michael Sweeney

Relationship of Authorized Representative: McLean County Board Chairman

BY ENDORSING THIS SIGNATURE PAGE, I, Michael Sweeney, declare that I am duly authorized by the Applicant to make the certifications and assurances on behalf of the Applicant and bind the Applicant to comply with them. Thus, by the undersigned executing this document, the Applicant agrees to comply with all state and federal statutes, regulations, executive orders, and administrative guidance, now and hereafter required, with respect to any application for funding it makes to the Federal Transit Administration (FTA) and/or the Illinois Department of Transportation (IDOT).

IDOT, FTA and intend that the required certifications and assurances apply to each project for which the Applicant seeks now, or may later seek, FTA or IDOT financial assistance.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made herein, in the statements submitted with this document, and in any other submission made to FTA or IDOT, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801, *et seq.*, as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to IDOT or FTA. The applicant further acknowledges that the criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with the FTA and IDOT formula assistance program for urbanized areas, and may apply to any other certification, assurance, or submission made in connection with any program administered by FTA or IDOT.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Date: April 15, 2003

Authorized Representative of Applicant

Appendix B

Public Hearing Notice

Notice is hereby given that a public hearing will be held by McLean County regarding a State of Illinois Paratransit Vehicle Grant for the Non Metro Areas of McLean, Livingston, Ford and Iroquois Counties

On April 15, 2003 at 9:00 am, McLean County Law and Justice Center, Room 700, 104 West Front Street, Bloomington, Illinois:

- I. For the purpose of considering a project for which financial assistance is being sought from the Illinois Department of Transportation, pursuant to the Illinois Department of Transportation's general authority to make such Grants, and which is generally described as follows:

- A. To purchase the following replacement vehicles: three medium duty paratransit vehicles to be used in the provision of rural public transportation. Each vehicle is projected to cost \$65,000, and the total project cost is \$195,000.

This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of McLean County, with State and Federal Funds.

- B. Relocation Relocation Assistance will not be required.

- C. Environment This project is being implemented to minimize environmental impacts.

- D. Comprehensive Planning This project is in conformance with comprehensive transportation planning in the area.

- E. Elderly and Disabled All new equipment included in this project will meet ADA accessibility rules for the elderly and disabled.

- II. At the hearing McLean County will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic and environmental aspects of the project. Interested persons may submit orally or in writing, evidence and recommendations with respect to said project.

- III. A copy of the application for a state grant for the proposed project for the intended service area will be made available for public inspection at the Law and Justice Center, 104 West Front Street, Room 707, Bloomington, IL or contact Mike Behary, County Planner, at 309-888-5160.

Appendix C

MCLEAN COUNTY BOARD RESOLUTION

NO. _____

Resolution authorizing application for and execution of a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, the provision of specialized paratransit service is essential to the transportation of elderly, disabled and other transportation disadvantaged persons; and

WHEREAS, The Illinois Department of Transportation's general authority to make such Grants, makes funds available to offset certain capital costs of a private non-profit or a IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under The Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain Elderly and Disabled Transportation Program capital costs of McLean County.

Section 2. That the Board Chairman of McLean County is hereby authorized and directed to execute and file such application on behalf of McLean County.

Section 3. That the Board Chairman of McLean County is authorized to furnish such additional information as may be required by the Division of Public Transportation in connection with the aforesaid application for said grant.

Section 4. That the Board Chairman of McLean County is hereby authorized and directed to execute and file on behalf of McLean County any grant agreement pursuant to said application.

ADOPTED by the County Board of McLean County, Illinois this 15th day of April, 2003

ATTEST:

APPROVED:

Peggy Ann Milton
County Clerk
McLean County, Illinois

Michael Sweeney
Chairman
McLean County Board

PURCHASE OF SERVICE AGREEMENT
FOR THE RURAL GENERAL PUBLIC TRANSPORTATION under
the SECTION 5311 OPERATING & ADMINISTRATIVE ASSISTANCE PROGRAM

between

McLean County

and

Meadows Mennonite Retirement Community

d/b/a SHOW BUS

Contract Number _____

STATE FISCAL YEAR 2004

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This Agreement is made by and between McLean County (hereinafter referred to as "Grantee") and MMRC d/b/a SHOW BUS (hereinafter referred to as the "Provider" which term shall include its successors and assigns).

WHEREAS, the Grantee proposes to provide public transportation services in a non-urbanized area of Illinois (herein referred to as the Project);

WHEREAS, the Grantee has applied under the Section 5311 of the Federal Transit Act, as amended, (49 USC App 1614), to the Illinois Department of Transportation (hereinafter "IDOT") for operating and administrative assistance for this Project;

WHEREAS, the Grantee's application has been approved by IDOT;

WHEREAS, the Grantee has made application under the provisions of Illinois Combined Statutes 20 ILCS 2705/49 et seq., paragraph 30 ILCS 415/2 et seq. (1992 State Bar Edition), herein referred to as the "Acts";

WHEREAS, the Provider has been selected by the Grantee to provide public transportation services;

WHEREAS, such application has been approved by IDOT; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, this Agreement is made to provide for the provision of service, to set forth the terms and conditions upon which the financial assistance will be made available, and to set forth the Agreement of the Parties as to the manner to which the Project will be undertaken, completed and used.

ITEM 1 - DEFINITIONS

As used in this Agreement:

- (a) "Grantee" means the McLean County.
- (b) "IDOT" means the Illinois Department of Transportation, Division of Public Transportation.
- (c) "FTA" means the Federal Transit Administration of the United States Grantee of Transportation.
- (d) "Government" means the government of the United States of America.
- (e) "Provider" means a provider of transit service participating in the Section 5311 program and supplying transportation services for the Project under contract to the Grantee.
- (f) "Project Costs" means the sum of eligible costs incurred by the Provider and/or its Operator(s) in performing the Project.
- (g) "USDOT" means the United States Department of Transportation

ITEM 2 - PROJECT SCOPE

The Provider agrees to provide the public transportation services described in the Grantee's Final Approved Application and Service Plan on file at the IDOT offices. Provider's Service Plan is incorporated into this Agreement as Exhibit A, and made a part hereof. Provider shall not reduce, terminate, or substantially change such public transportation without the prior written approval of the Grantee.

ITEM 3 - AMOUNT OF CONTRACT

Under the Section 5311 program administered by IDOT, the Grantee may make payments for up to 50% of the Provider's eligible operating deficit and up to 80% of the eligible administrative expenses incurred by the Provider during the fiscal year 1995 in the provision of public transportation services approved by the Grantee. In no event shall the Provider's payment under this Agreement exceed the total funding available for the Project Costs. Total funding for the Project Costs is \$ 283,180.

The Provider agrees that it will provide, or cause to be provided, from sources other than funds provided under Section 5311 of the Federal Transit Act, as amended, sufficient funds to meet the non-IDOT portion of the operating deficit and administrative expenses.

ITEM 4 - DOCUMENTS FORMING THIS AGREEMENT

The Parties agree that this constitutes the entire Agreement between the Parties hereto, that there are no agreements or understandings, implied or expressed, except as specifically set forth in the Agreement and that all prior arrangements and understandings in the connection are merged into and contained in this Agreement.

The Parties hereto further agree that this Agreement consists of this Part, entitled "Purchase of Service Agreement for Rural General Public Transportation", together with Exhibit A, entitled "Provider's Application," Exhibit B, entitled "Approved Project Budget," and Exhibit C, entitled "State of Illinois Drug Free Workplace Certification," all of which are by this reference specifically incorporated herein.

ITEM 5 - ILLINOIS GRANT FUNDS RECOVERY ACT

This Agreement is subject to the Illinois Grant Funds Recovery Act, 20 ILCS 705/1. This Agreement is valid until June 30, 2004 and grant funds are available to Provider and may be expended by Provider until said date unless the Grantee, at its discretion, grants an extension of time. Any funds which are not expended or legally obligated by the Provider at the end of the agreement or by the expiration of the period of time funds are available for expenditure or obligation, whichever is earlier, shall be returned to the Grantee within 45 days. Project close-out shall be in accordance with ITEM 14 of this Agreement.

This ITEM is subject to further revision at the sole determination and discretion of the Grantee.

ITEM 38 - CHARTER SERVICE OPERATIONS

The provider may not engage in charter service operations except as provided under Section 3(f) of the Federal Transit Act, as amended, 49 U.S.C. app. Section 1602 (f), and FTA regulations "Charter Service," 49 C.F.R. Part 604. Any charter service agreement entered into under these regulations is incorporated into this Agreement by reference.

ITEM 39 - PRIVACY

Should the Provider, or any of its subcontractors, or their employees, administer any system of records on behalf of the Federal Government, the Privacy Act of 1974 (The Act), 5 U.S.C. Section 552a, imposes information restrictions on the party managing the system of records.

ITEM 40 - MATCHING FUNDS

It is hereby expressly agreed by the Provider that it will provide all matching funds required of the Grantee in the Grantee's "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into with the State of Illinois.

ITEM 41 - FUNDING DELAY

It is hereby expressly agreed between the parties that if any delay occurs in providing Federal or State funding to the Provider, there is absolutely no obligation on the part of the Grantee to fund Provider's program hereunder. That if the "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into by and between the Grantee and the State of Illinois is terminated, then this agreement is immediately null and void. Further, if there is any delay in funding from the aforesaid agreement, Grantee and Provider may, by mutual written consent, agree to suspend services contemplated hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be made effective and executed as of the 1st day of July, 2003, by their respective duly authorized officials.

Provider's Name & Address

Meadows Mennonite Home
d/b/a SHOWBUS, R.R. 1
Chenoa, IL 61726

Grantee's Name & Address

McLean County Board
104 W. Front Street
Bloomington, IL 61702-2400

By: _____
Chief Executive Officer

By: _____
Michael Sweeny,
County Board Chairman

Attest:

Peggy Ann Milton, County Clerk
Board of McLean County, Illinois

Volume 14, Number 1
Spring 2003

Local Government Services

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The early retirement program brought a great deal of change to the Illinois Department of Revenue (IDOR). The Local Government Services Bureau was no exception and suffered the loss of a large number of its staff members. Many of the those who took advantage of the retirement incentives had become familiar faces over the years, and had amassed a great deal of experience and knowledge.


The Technical Services Section and the Local Tax Allocation Area were especially hard hit, with both areas losing almost half of their staff.

As can be expected, a number of services that we usually provide are not currently available. Some of the areas and services that will be affected include:

- Technical Services Section
 - delay of the 2002 up-date to the IRPAM.
 - the cancellation of the annual meeting for the supervisor of assessments and board of review members.

- abbreviation of the education schedule to accommodate the loss of two instructors and one back-up instructor. This also means that no additional courses are being planned for 2003.
- the entire appraisal staff retired and the department currently will no longer be able to:
 - provide assistance with the assessment of properties, or
 - provide information on comparable sales, or coal and mineral assessments.
- Research Section the entire staff has retired.

In addition to these changes and because of the loss of so many experienced resource people, assessors contacting the department with technical questions can expect to experience delays in receiving responses to their questions.

A list of retirees is included in the personnel notes on Page 27. A list of contact names and numbers is listed on Page 12. Until positions can be filled and staff trained, we ask for your patience and understanding. 

Assessment Status Report

| Township | Book to | S/A | To | Printer | To | Publisher | Newspaper | Publication | Date of | Final | 2001 | 2002 | Complaints | B/R's | Books |
|----------------|----------|-----|----------|---------|----------|-----------------------|-----------|-------------|----------|----------|--------|--------|------------|-------|------------|
| Alin | 08/08/02 | | 09/25/02 | | 09/25/02 | Pantagraph | | 09/29/02 | 10/29/02 | 10/29/02 | 1.0629 | 1.0561 | 8 | 6 | 2/26/2003 |
| Anchor | 12/20/02 | | 12/26/02 | | 12/30/02 | Ridgeview Review | | 01/02/03 | 02/03/03 | 02/03/03 | 1.0586 | 1.0323 | 8 | | 2/27/2003 |
| Arrowsmith | 09/13/02 | | 09/26/02 | | 09/26/02 | Pantagraph | | 10/02/02 | 11/01/02 | 11/01/02 | 1.0335 | 1.0000 | 1 | 3 | 11/20/2002 |
| Bellflower | 11/19/02 | | 11/23/02 | | 11/23/02 | LeRoy Journal | | 12/04/02 | 01/03/03 | 01/03/03 | 1.0278 | 1.0943 | 4 | 1 | 3/3/2003 |
| Bloomington | 01/22/03 | | 01/24/03 | | 01/24/03 | Pantagraph | | 01/29/03 | 02/28/03 | 02/28/03 | 1.0228 | 1.0215 | 37 | 123 | |
| Blue Mound | 10/02/02 | | 10/05/02 | | 10/07/02 | Ridgeview Review | | 10/10/02 | 11/12/02 | 11/12/02 | 1.0208 | 1.0419 | 8 | 1 | 12/16/2002 |
| Cheney's Grove | 10/29/02 | | 10/31/02 | | 11/01/02 | Ridgeview Review | | 11/07/02 | 12/09/02 | 12/09/02 | 1.0154 | 1.0585 | 3 | 5 | 2/21/2003 |
| Chenoe | 09/27/02 | | 09/28/02 | | 09/30/02 | Chenoe Town Crier | | 10/03/02 | 11/04/02 | 11/04/02 | 1.0638 | 1.0177 | 14 | 5 | 12/16/2002 |
| City | 12/27/02 | | 12/30/02 | | 12/30/02 | Pantagraph | | 01/08/03 | 02/07/03 | 02/07/03 | 1.0461 | 1.0412 | 349 | 91 | |
| Cropsey | 12/20/02 | | 12/26/02 | | 12/30/02 | Ridgeview Review | | 01/02/03 | 02/03/03 | 02/03/03 | 1.0568 | 1.0000 | 2 | 1 | 3/4/2003 |
| Dale | 12/10/02 | | 12/12/02 | | 12/12/02 | Pantagraph | | 12/17/02 | 01/16/03 | 01/16/03 | 1.0201 | 1.0283 | 4 | 5 | 2/27/2003 |
| Danvers | 11/07/02 | | 11/09/02 | | 11/11/02 | Quill | | 11/14/02 | 12/16/02 | 12/16/02 | 1.0385 | 1.0362 | 9 | 4 | 1/6/2003 |
| Dawson | 10/21/02 | | 10/21/02 | | 10/21/02 | Pantagraph | | 10/25/02 | 11/25/02 | 11/25/02 | 1.0406 | 1.0000 | 3 | 10 | 1/13/2003 |
| Downs | 10/11/02 | | 10/14/02 | | 10/14/02 | Pantagraph | | 10/18/02 | 11/18/02 | 11/18/02 | 1.0098 | 1.1121 | 18 | 10 | |
| Dry Grove | 01/14/03 | | 01/14/03 | | 01/15/03 | Quill | | 01/23/03 | 02/24/03 | 02/24/03 | 1.0165 | 1.0663 | 41 | 4 | |
| Empire | 10/31/02 | | 11/02/02 | | 11/02/02 | LeRoy Journal | | 11/06/02 | 12/06/02 | 12/06/02 | 1.0258 | 1.0526 | 25 | 9 | 1/27/2003 |
| Funk's Grove | 01/14/03 | | 01/15/03 | | 01/15/03 | Heyworth Star | | 01/23/03 | 02/24/03 | 02/24/03 | 1.0644 | 1.0906 | 6 | | 3/17/2003 |
| Gridley | 10/08/02 | | 10/09/02 | | 10/14/02 | Gridley Village Times | | 10/17/02 | 11/18/02 | 11/18/02 | 1.0488 | 1.0122 | 18 | 2 | 1/6/2003 |
| Hudson | 10/09/02 | | 10/11/02 | | 10/14/02 | Quill | | 10/17/02 | 11/18/02 | 11/18/02 | 1.0204 | 1.0702 | 11 | 3 | 2/27/2003 |
| Lawndale | 12/20/02 | | 12/26/02 | | 12/30/02 | Ridgeview Review | | 01/02/03 | 02/03/03 | 02/03/03 | 1.0377 | 1.0000 | 1 | | 2/20/2003 |
| Lexington | 11/26/02 | | 12/03/02 | | 12/03/02 | Lexingtonian | | 12/12/02 | 01/13/03 | 01/13/03 | 1.0979 | 1.0192 | 22 | 5 | 3/12/2003 |
| Martin | 10/02/02 | | 10/05/02 | | 10/07/02 | Ridgeview Review | | 10/10/02 | 11/12/02 | 11/12/02 | 1.0609 | 1.0476 | 16 | 2 | 12/9/2002 |
| Money Creek | 11/19/02 | | 11/22/02 | | 11/25/02 | Lexingtonian | | 11/28/02 | 12/30/02 | 12/30/02 | 1.0178 | 1.0539 | 24 | 5 | 2/18/2003 |
| Mount Hope | 01/14/03 | | 01/16/03 | | 01/16/03 | Heyworth Star | | 01/23/03 | 02/24/03 | 02/24/03 | 1.0625 | 1.0107 | 9 | 4 | 3/14/2003 |
| Normal | 12/24/02 | | 01/08/03 | | 01/16/03 | Normalite | | 01/16/03 | 02/18/03 | 02/18/03 | 1.0403 | 1.0396 | 129 | 240 | |
| Old Town | 11/15/02 | | 11/16/02 | | 11/16/02 | Pantagraph | | 11/22/02 | 12/23/02 | 12/23/02 | 1.0352 | 1.0490 | 21 | 14 | 3/6/2003 |
| Randolph | 10/02/02 | | 10/04/02 | | 10/04/02 | Heyworth Star | | 10/10/02 | 11/12/02 | 11/12/02 | 1.0111 | 1.0350 | 16 | 17 | 3/21/2003 |
| Towanda | 12/18/02 | | 12/20/02 | | 12/20/02 | Pantagraph | | 12/26/02 | 01/27/03 | 01/27/03 | 1.0370 | 1.0582 | 13 | 3 | 3/10/2003 |
| West | 10/29/02 | | 11/01/02 | | 11/01/02 | LeRoy Journal | | 11/06/02 | 12/06/02 | 12/06/02 | 1.1085 | 1.1385 | | 2 | 12/17/2002 |
| White Oak | 07/08/02 | | 09/23/02 | | 09/23/02 | Quill | | 09/26/02 | 10/28/02 | 10/28/02 | 1.0000 | 1.0000 | 1 | | 11/25/2002 |
| Yates | 12/20/02 | | 12/26/02 | | 12/30/02 | Chenoe Town Crier | | 01/02/03 | 02/03/03 | 02/03/03 | 1.0858 | 1.0323 | | | 2/10/2003 |
| | | | | | | | | | | | | | 821 | 575 | |

**RESOLUTION AMENDING THE FISCAL YEAR 2003
FUNDED FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR THE CIRCUIT CLERK'S OFFICE**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 21, 2002 which became effective on January 1, 2003; and,

WHEREAS, the Circuit Clerk's Office has recommended that the present staffing in the Circuit Clerk's Office Civil Division be increased by one full-time equivalent position in order to process small claims case data entry in a timely manner as required by Court procedures, and

WHEREAS, the Circuit Clerk has identified other areas within the Circuit Clerk's Office where part-time and seasonal full-time equivalent positions can be reduced to offset the costs of the new position and its benefit costs, and

WHEREAS, the Finance Committee, at its meeting on April 1, 2003, recommended approval of the proposed changes in the Full-Time Equivalent Positions Resolution for the Circuit Clerk's Office; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

| <u>Fund-Dept-Program</u> | <u>Pay Grade</u> | <u>Position Classification</u> | <u>Full-Time</u> | | |
|--------------------------|----------------------|---|------------------|--------------|------------|
| | | | <u>Now</u> | <u>Amend</u> | <u>New</u> |
| 0001-0015-0013 | 04 | 503.0011 Office Support Specialist I - Full-time | 1.00 | 1.00 | 2.00 |
| 0001-0015-0013 | 04 | 515.0011 Office Support Specialist I - Part-time | 0.55 | (0.55) | 0.00 |
| 0001-0015-0011 | 0M | 516.0010 Clerical Assistant - Seasonal | 0.50 | (0.50) | 0.00 |

The County Clerk is hereby directed to provide a certified copy of this Resolution to the Circuit Clerk, the County Treasurer, and the County Administrator.

ADOPTED by the County Board of McLean County, Illinois, this 15th day of April, 2003.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



**JACKIE DOZIER
COUNTY AUDITOR**

(309) 888-5151

104 W. Front • Room 602 • P.O. Box 2400 • Bloomington, Illinois 61702-2400

March 21, 2003

To: The Honorable Members of the McLean County Finance Committee and
the McLean Co Board

From: Jackie Dozier, Auditor

Re: County General Credit Card

This memo has two objectives.

The first is to submit a Commerce Bank contract that will supercede any that have been presented to date. The responsibility to add, delete or change terms with Commerce Bank needs to be restricted to the Administrator or the County Auditor's office. This Credit Card application accomplishes that and will supercede any that have been approved in the past.

The second objective is to receive permission to apply for a Credit Card (general) for the Auditor's office, with a \$3000.00 maximum, to be used by individual departments that do not have enough use to have their own, but have a definite need for the use of a credit card to achieve bargain purchases over the internet, etc.. This card would be kept in the Auditor's office safe and available to all departments when the need arises. Control is greater with this procedure.

Commerce Bank

Corporate Resolution To Obtain Credit Card Account

COUNTY CLERK

The undersigned, Peggy Ann Milton the ~~Secretary~~ of McLEAN COUNTY (~~"Corporation"~~)
~~a government entity~~ corporation, does hereby certify that the following
resolutions were duly and regularly passed and adopted by the ~~Board of Directors~~ COUNTY BOARD of this Corporation, at a
meeting duly called, on the 15th day of APRIL, 2003, and such resolutions are
still in full force and effect and have not been amended or revoked.

"RESOLVED, that any one of the following:

John Zeunik
Jackie Dozier
Julie Osborn

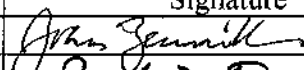
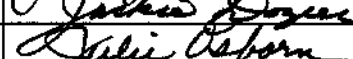

be and each hereby is authorized directed and empowered to establish credit card accounts
"(Accounts") with the Commerce Bank, N.A. (Omaha, NE.) (herein called "Commerce") and to
execute all documents to effectuate this purpose which he/she may deem necessary and proper,
including without limitation any application and agreement to open the Accounts."

"FURTHER RESOLVED, that any one of the foregoing named officers of this ~~Corporation~~ COUNTY
from time to time request Commerce to issue bank cards to any person in connection with any of
the Accounts."

"FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written
notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply
with equal force and effect to the successors in office of the officers named herein."

The undersigned further certifies that the specimen signatures appearing below are the signature of the
officers authorized to sign for this corporation by authority of these resolutions.

SPECIMEN SIGNATURES:

| NAME (typed) | TITLE (typed) | Signature |
|---------------|----------------------|---|
| John Zeunik | County Administrator |  |
| Jackie Dozier | County Auditor |  |
| Julie Osborn | Chief Deputy Auditor |  |
| | | |
| | | |

IN WITNESS WHEREOF, I have hereunto set my hand as

~~Secretary~~ McLean County Clerk
and affixed the ~~corporate~~ seal of this ~~Corporation~~ this _____ day of _____, 2003
McLean County

(SEAL)

SECRETARY:
COUNTY CLERK



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

Memorandum

To: Chairman and Members, Finance Committee
From: Terry Lindberg, Assistant County Administrator *TL*
Date: March 26, 2003
Re: Request to Change Position in County Treasurer's Office

County Treasurer Becky McNeil respectfully requests that you recommend to the County Board that the existing Staff Accountant position (Grade 10) in the County Treasurer's Office be replaced with a Senior Accounting Specialist position (Grade 9).

The County Treasurer has completed a review of each position's duties and responsibilities, and believes that an internal reassignment of certain duties merits the requested position downgrade.

There will be a salary cost savings in 2003 as a result of this organizational change.

Position Appraisal Method Factors

| | KNOWLEDGE | SUPERVISION | SCOPE | PROBLEM | AUTHORITY | PUBLIC | PHYSICAL | |
|-------------------|-----------|----------------|--------|---------|-----------|---------|------------|----------|
| | ABILITY | RESPONSIBILITY | EFFECT | SOLVING | | CONTACT | CONDITIONS | |
| VALUES | 20 | 15 | 20 | 20 | | 15 | | |
| WEIGHT FACTOR | I | II | III | IV | | V | VI | TOTAL |
| Staff Accountant | 5 | 4 | 5 | 5 | 4 | 3 | 2 | |
| | 100 | 60 | 100 | 100 | 20 | 45 | 10 | 435 (10) |
| Sr. Account. Tech | 4 | 4 | 4 | 5 | 3 | 3 | 2 | |
| | 80 | 60 | 80 | 100 | 15 | 45 | 10 | 390 (09) |

Ms. McNeil will be present to provide additional information and answer any questions.

MCLEAN COUNTY NURSING HOME

CENSUS Report - 2003

| MONTH | AVG MEDICARE | AVG PVT PAY | AVG IDPA | AVG BED HOLD | AVG CENSUS | AVG VACANT |
|-----------|-----------------|----------------|-------------|-----------------|---------------|---------------|
| JANUARY | 10.03 | 46.58 | 79.00 | 0.55 | 136.16 | 13.84 |
| FEBRUARY | 10.68 | 47.36 | 77.14 | 1.50 | 136.68 | 13.32 |
| MARCH | | | | | | |
| APRIL | | | | | | |
| MAY | | | | | | |
| JUNE | | | | | | |
| JULY | | | | | | |
| AUGUST | | | | | | |
| SEPTEMBER | | | | | | |
| OCTOBER | | | | | | |
| NOVEMBER | | | | | | |
| DECEMBER | | | | | | |

| | | | | | | |
|---------------|-------|--------|--------|-------|--------|-------|
| YTD AVERAGE | 10.36 | 46.97 | 78.07 | 1.02 | 136.42 | 13.58 |
| % OF CAPACITY | 6.90% | 31.31% | 52.05% | 0.68% | 90.95% | 9.05% |

2003

28 DAYS

DAILY CENSUS

FEBRUARY

DAY OF MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

CERT

| | 13 | 13 | 13 | 13 | 13 | 14 | 14 | 14 | 15 | 12 | 12 | 11 | 8 | 9 | 9 | 8 | 8 | 8 | 8 | 9 | 9 | 8 | 9 | 8 | 9 | 10 | 9 | 0 | 0 | 0 | 239 |
|----------|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|---|---|---|-----|
| MEDICARE | 13 | 13 | 13 | 13 | 13 | 14 | 14 | 14 | 15 | 12 | 12 | 11 | 8 | 9 | 9 | 8 | 8 | 8 | 8 | 9 | 9 | 8 | 9 | 8 | 9 | 10 | 9 | 0 | 0 | 0 | |
| PA SKILL | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| PA INT | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 0 | 0 | 65 |
| PP SKILL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 13 |
| PP INT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

NON-CERT

[illegible]

TOTAL

[illegible][illegible]

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Pr Date: March 24, 2003

| | 2003 BUDGET | 2003 MONTHLY ALLOC | FEB,2003 ACCRUED EXPENSE | YTD ALLOC | ADJUSTED YTD EXPENSE | REMAINING BUDGET | YTD VARIANCE AMOUNT | PER CENT OF BUDGET SPENT | PROJECTED EXPENSE 12/31/03 | PROJECTED VARIANCE 12/31/03 |
|-------------|----------------|--------------------------|--------------------------------|--------------|----------------------------|---------------------|---------------------------|--------------------------------|----------------------------------|-----------------------------------|
| SALARIES | 3,038,047 | 233,056 | 235,974 | 491,082 | 500,277 | 2,537,770 | 9,195 | 16% | 3,094,932 | 56,885 |
| IMRF | 141,573 | 10,860 | 10,996 | 22,884 | 22,957 | 118,616 | 73 | 16% | 142,024 | 451 |
| MED/LIFE | 324,233 | 9,223 | 24,873 | 52,410 | 52,410 | 271,823 | 0 | 16% | 324,233 | 0 |
| SOC/SEC | 232,411 | 17,829 | 18,052 | 37,568 | 37,688 | 194,723 | 120 | 16% | 233,151 | 741 |
| VAC LIAB | 25,000 | 1,918 | 1,918 | 4,041 | 4,041 | 20,959 | 0 | 16% | 25,000 | 0 |
| SELLBACK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| PERSONNEL | 3,761,264 | 272,886 | 291,812 | 607,985 | 617,373 | 3,143,891 | 9,388 | 16% | 3,819,341 | 58,077 |
| COMMODITIES | 609,731 | 46,774 | 37,683 | 98,559 | 80,595 | 529,136 | (17,965) | 13% | 498,594 | (111,137) |
| CONTRACTUAL | 1,187,805 | 90,951 | 87,357 | 192,001 | 191,641 | 996,164 | (360) | 16% | 1,185,577 | (2,228) |
| CAPITAL | 168,370 | 12,916 | 5,150 | 27,216 | 8,272 | 160,098 | (18,944) | 5% | 51,174 | (117,196) |
| GRAND TOTAL | 5,727,170 | 423,526 | 422,002 | 925,762 | 897,881 | 4,829,289 | (27,881) | 16% | 5,554,686 | (172,483) |

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Pr Date: March 24, 2003

| | 2003 BUDGET | 2003 MONTHLY ALLOC | FEB,2003 ACCRUED REVENUE | YTD ALLOC | ADJUSTED YTD REVENUE | REMAINING BUDGET | YTD VARIANCE AMOUNT | PER CENT OF BUDGET | PROJECTED REVENUE 12/31/03 | PROJECTED VARIANCE 12/31/03 |
|------------------|----------------|--------------------------|--------------------------------|--------------|----------------------------|---------------------|---------------------------|-----------------------|----------------------------------|-----------------------------------|
| MEDICARE REVENUE | 775,400 | 59,483 | 86,405 | 125,339 | 143,063 | 632,337 | 17,725 | 18% | 885,054 | 109,654 |
| IDPA REVENUE | 2,454,698 | 188,306 | 165,987 | 396,787 | 363,773 | 2,090,925 | (33,014) | 15% | 2,250,461 | (204,237) |
| SCHOOLING REIMB | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| JDC LAUNDRY | 7,100 | 545 | 457 | 1,148 | 1,695 | 5,405 | 547 | 24% | 10,483 | 3,383 |
| JDC FOOD | 31,501 | 2,417 | 2,065 | 5,092 | 7,699 | 23,802 | 2,607 | 24% | 47,631 | 16,130 |
| MEALS | 500 | 38 | 48 | 81 | 136 | 364 | 55 | 27% | 841 | 341 |
| PVT PAY REVENUE | 1,766,600 | 135,520 | 161,454 | 285,560 | 323,670 | 1,442,930 | 38,110 | 18% | 2,002,367 | 235,767 |
| UNCLASS | 7,300 | 560 | 105 | 1,180 | 586 | 6,714 | (594) | 8% | 3,626 | (3,674) |
| INTEREST EARNED | 60,000 | 4,603 | 1,919 | 9,699 | 4,872 | 55,128 | (4,826) | 8% | 30,143 | (29,857) |
| SALE OF ASSETS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| TRANSFER IN | 373,723 | 28,669 | 29,222 | 60,410 | 61,151 | 312,572 | 741 | 16% | 378,310 | 4,587 |
| TELEPHONE REIMB | 0 | 0 | 750 | 0 | 1,500 | (1,500) | 1,500 | #DIV/0! | 9,280 | 9,280 |

| | | | | | | | | | | |
|-------------------|-----------|---------|---------|---------|---------|-----------|--------|-----|-----------|---------|
| TOTAL ACC REVENUE | 5,476,822 | 420,140 | 448,412 | 885,295 | 908,147 | 4,568,675 | 22,852 | 17% | 5,618,195 | 141,373 |
|-------------------|-----------|---------|---------|---------|---------|-----------|--------|-----|-----------|---------|

| | | | | | | | | | | |
|----------------------|-------------|-----------|-----------|-----------|-----------|-------------|--------|-----|-------------|-----------|
| TOTAL ACC REVENUE | 5,476,822 | 420,140 | 448,412 | 885,295 | 908,147 | 4,568,675 | 22,852 | 17% | 5,618,195 | 141,373 |
| LESS ACCRUED EXPENSE | (5,727,170) | (423,526) | (422,002) | (925,762) | (897,881) | (4,829,289) | 27,881 | 16% | (5,554,686) | (172,483) |

| | | | | | | | | | | |
|---------------------|-----------|---------|--------|----------|--------|-----------|----------|--|--------|--|
| ACC REV - (ACC EXP) | (250,348) | (3,387) | 26,411 | (40,467) | 10,266 | (260,613) | 50,733 | | 63,509 | |
| PLUS CAP EXP | 0 | 12,916 | 5,150 | 27,216 | 8,272 | 160,098 | (18,944) | | 51,174 | |

| | | | | | | | | | | |
|-------------|-----------|-------|--------|----------|--------|-----------|--------|--|---------|--|
| ACC BALANCE | (250,348) | 9,529 | 31,560 | (13,251) | 18,538 | (100,515) | 31,789 | | 114,683 | |
|-------------|-----------|-------|--------|----------|--------|-----------|--------|--|---------|--|